

Town of Lake Santeetlah

Special Called & Organizational Meeting Minutes

December 4, 2017

Mayor Jim Hager called the meeting to order at 10:00AM. Council Members Karen Anderson, Keith Predmore, Patrick O'Donovan and Bob Wehr were present for the meeting. Town Administrator Kim Matheson, Clerk Emily Hooper and Public Works Technician Eric Hayes were also present.

The first order of business was organization and procedure.

Elect Officials for Town Council: The Town of Lake Santeetlah held an election on November 7, 2017. The new Council was sworn in at the Graham County Courthouse, December 4, 2017 at 8:45AM. The first duty of service is to elect officers that will serve for the two year term.

Nomination of Mayor: Councilmember Karen Anderson made a motion to open nominations for Mayor. Councilmember Keith Predmore seconded. Councilmember Karen Anderson nominated Jim Hager to remain the Mayor for the Town of Lake Santeetlah for the next two years. There were no further nominations. Councilman Keith Predmore made a motion to close nominations, Councilmember Patrick O'Donovan seconded. All others approved. The motion carried. Jim Hager was unanimously appointed to serve as the Mayor for the Town of Lake Santeetlah.

Nomination of Vice Mayor: Councilman Keith Predmore made a motion to open nominations for Vice Mayor. Councilman Patrick O'Donovan seconded. Councilman Keith Predmore nominated Councilwoman Karen Anderson for Vice Mayor. There were no further nominations. Councilwoman Karen Anderson made a motion to close nominations, Councilman Keith Predmore seconded. All others approved. The motion carried. Councilwoman Karen Anderson was unanimously appointed as the Vice Mayor for the Town of Lake Santeetlah.

Nomination of Finance Officer: Councilman Bob Wehr made a motion to open nominations for Finance Officer. Councilman Keith Predmore seconded. Councilwoman Karen Anderson made a motion for Councilman Bob Wehr to be the Finance Officer. Councilman Wehr declined the nomination. Councilwoman Karen Anderson nominated Patrick O'Donovan for Finance Officer. There were no further nominations. Councilwoman Karen Anderson made a motion to close nominations for Finance Officer. Councilman Keith Predmore seconded. All others approved. The motion carried. Councilman Patrick O'Donovan was unanimously appointed as the Finance Officer for the Town of Lake Santeetlah.

Nomination of Assistant Finance Officer: Councilwoman Karen Anderson made a motion to open nominations for Assistant Finance Officer. Councilman Keith Predmore seconded. Councilman Bob Wehr nominated Keith Predmore. Councilman Keith Predmore nominated Jim Hager. Hager declined the nomination. There were no further nominations. Councilman Bob Wehr made a motion to close nominations. Councilwoman Karen Anderson seconded. All others approved. The motion carried. Councilman Keith Predmore was unanimously appointed as the Assistant Finance Officer for the Town of Lake Santeetlah.

Set the Date & Time for the Regular Meetings:

The Town Council proposed the meeting dates for the 2018 year be the second Monday or Friday of each month. After discussion the second Friday seemed the most accommodable for all involved. Councilman Bob Wehr made a motion that meetings for the 2018 year be held on the second Friday of each month. Councilman Patrick O'Donovan seconded. All others approved, the motion passed.

Councilwoman Karen Anderson made a motion to cancel the December 19, 2017 Council Meeting. The next Council meeting will be held on January 12, 2018. Councilman Patrick O'Donovan seconded. All others approved. The motion carried.

The first order of business was the approval of the agenda. Councilman Patrick O'Donovan made a motion to approve the agenda. Councilman Keith Predmore seconded. All others approved, the motion carried.

After review of the November 14, 2017 Council Meeting Minutes there were no additions or changes necessary. Councilman Keith Predmore made a motion to excuse Councilman Patrick O'Donovan from the vote. Patrick was not a Councilmember at the time of this meeting. Councilman Bob Wehr seconded. All others approved. The motion passed. Councilman Keith Predmore made a motion to approve the Council Meeting Minutes. Councilwoman Karen Anderson seconded. All others approved, the motion carried.

Financial Report/Tax Report: Town Administrator Kim Matheson explained that bank statements had not been received at this time and both November and December financial statements would be reviewed at the January Council Meeting. The tax revenue from Graham County for November is \$48,270.21. The check from the County has not been received at this time.

Request for Public Comment:

Steve Poole: Poole explained his concern with having a public meeting on Friday. Vacations typically begin on Friday and it would be inconvenient to plan around a Town Hall meeting. Poole asked that the Council consider this inconvenience.

Jack Gross: Gross asked the Council to please clarify if we were currently in a Special Called Meeting or Council Meeting. Mayor Jim Hager confirmed that we were having a Special Meeting that was advertised and plan to follow the agenda accordingly. The agenda was reviewed and approved by Town Attorney Ellen Davis.

Old Business

#1 Cochran, Anderson, Mathews, McNally and McCoy Property on Santeetlah Trail/Appraisal Report: The survey has been completed and transferred to appraiser Brian Farley. Farley is expected to report an appraised value soon. A report will be provided if available at the January Council Meeting. The property will be sold to the 1817 contour line so that each property owner will have the ability to comply with Brookfield's requirements and obtain a dock permit.

#2 Nominations for the Town of Lake Santeetlah TDA Board: The TDA Board currently needs two more members. Councilwoman Karen Anderson made a motion for Councilman Keith Predmore to serve on the TDA Board. Councilman Patrick O'Donovan seconded. All others approved. The motion carried. Councilman Keith Predmore made a motion for Lucia Case to be a member. Councilman Patrick O'Donovan seconded. All others approved. The motion carried. The TDA will begin meeting and create and approve by-laws now that the board is complete with five members. Occupancy tax collection will begin for Lake Santeetlah January 1, 2018.

#3 Approval of TOLS FY 2016-17 Audit: After the review of the TOLS FY 2016-17 Audit, resident Jack Gross requested a wording change regarding the pending lawsuit between the Town of Lake Santeetlah and Gross. Joseph Turchetti, CPA and Town auditor, was notified of the suggestion and changed the Audit as recommended. Councilman Keith Predmore made a motion to excuse Patrick O'Donovan from the vote as he wasn't a Councilmember during that time. Councilwoman Karen Anderson seconded. All others approved the motion carried. Councilwoman Karen Anderson made a motion to approve the Audit as amended. Councilman Bob Wehr seconded. All others approved. The motion carried.

New Business

#1 Town Technician Maintenance Report: Neil & Nancy Gatewood, 730 Thunderbird Trail, asked for Town Technician Eric Hayes to assist with the run off problem that has caused erosion to their property. Water runs down Black Bear trail and onto their property and has caused an erosion issue. After visiting the site, Eric Hayes hauled one ton of crusher run gravel and ½ ton of three inch, and built a curb that will deter the water from their property.

Scott Kamps has completed the first leaf pick up and will complete the second pick up before Christmas.

Two meter boxes were busted around 140 Thunderbird Trail. These boxes have been replaced before and are in a bad location. Hayes placed markers around the boxes so cars would avoid parking around them.

The paving on Santeetlah Point and repairs to Lakeside has been completed by HMC.

There is a chance of snow in the upcoming forecast. This week Hayes plans to take the snow plow and spreader and make sure everything is in working order prior to any snow.

The Town truck needs new tires. Hayes will check prices within the next few weeks.

#2 Lakeside Guardrail Proposal: The Town received an estimate for the guardrail and rock work that is necessary on Lakeside due to the recent paving. Scott Kamps placed a bid for \$2,335.00. Clean Cut Tree service looked at the job and may place a bid as well. Councilwoman Karen Anderson recommended Harold Millsaps be contacted to place a bid as he works in Lakeside a lot. There is no rush, a decision will be made in January.

#3 Gary & Martha Lane, 532 Thunderbird Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: Councilman Patrick O'Donovan made a motion to approve the land transfer from the Town of Lake Santeetlah to Gary & Martha Lane as presented. Councilman Keith Predmore seconded. All others approved. The motion passed.

#4 Robin & Deann Turner Family LLC, 336 Cherokee Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: Councilman Keith Predmore made a motion to approve the land transfer from the Town of Lake Santeetlah to Robin & Deann Turner Family LLC as presented. Councilman Patrick O'Donovan seconded. All others approved. The motion passed.

#5 Thomas & Janet Brickell, Douglas & Michele Hinson, 330 Thunderbird Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: Councilman Keith Predmore made a motion to approve the land transfer from the Town of Lake Santeetlah to Thomas & Janet Brickell, Douglas & Michele Hinson as presented. Councilman Patrick O'Donovan seconded. All others approved. The motion passed.

#6 Kenneth Foskett & Catherine Williams, 164 Cherokee Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: Councilman Keith Predmore made a motion to approve the land transfer from the Town of Lake Santeetlah to Kenneth Foskett & Catherine Williams as presented. Councilman Patrick O'Donovan seconded. The motion passed.

#7 Julie K. Hill Living Trust, 366 Cherokee Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: Councilman Keith Predmore made a motion to approve the land transfer from the Town of Lake Santeetlah to Julie K. Hill Living Trust as presented. Councilman Patrick O'Donovan seconded. All others approved. The motion passed.

#8 Paul & Marilyn Crisp, 438 Cherokee Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: Councilman Keith Predmore made a motion to approve the land transfer from the Town of Lake Santeetlah to Paul & Marilyn Crisp as presented. Councilman Patrick O'Donovan seconded. All others approved. The motion passed.

#9 William & Carolyn Munn, 534 Thunderbird Trail, Purchase of Town Property abutting the 1817 Contour Line of Lake Santeetlah: Councilman Keith Predmore made a motion to approve the land transfer from the Town of Lake Santeetlah to William & Carolyn Munn as presented. Councilman Patrick O'Donovan seconded. All others approved. The motion passed.

#10 Review of Front Entrance: Mike Donnell, homeowner on Black Bear Trail, is a landscape architect, and has agreed to design a spec at no charge for the Town to upgrade the front entrance. The front entrance upgrade is in the budget and will be sent out to bid when the spec is received.

Discussion Items

Councilwoman Karen Anderson asked about the Security Officer's hours and job description. Town Administrator Kim Matheson shared the Security Officer Job description and scope of work. Anderson walks daily around the mountain and noticed two doors open at a residence on Thunderbird Trail. Anderson shut the doors and contacted the homeowners. The homeowners for this residence have left for the winter and were unaware of a door being opened. Anderson asked that the Security Officer Raymond Williams be notified of this incident and asked to become more aware of unusual sightings at specific homes as many are gone during this time of year.

Announcements:

Mayor Jim Hager announced that the next Council Meeting is January 12, 2018 at 10:00AM.

With no further business at this time Councilman Bob Wehr made a motion to adjourn the meeting. Councilman Keith Predmore seconded, all others agreed. The motion carried. Mayor Jim Hager adjourned the meeting at 10:40AM.

Meeting Adjourned

Jim Hager, Mayor

Emily Hooper, Town Clerk

